

(d) *Requests for copies.* (1) Requests for copies of records should include the following:

(i) A clear identification of the type of records desired (for example, additional certificates of registration, copies of correspondence, copies of depositions).

(ii) A specification of whether the copies are to be certified or uncertified.

(iii) A clear identification of the specific records to be copied. Requests should include the following specific information, if possible:

(A) The type of work involved (for example, novel, lyrics, photograph);

(B) The registration number;

(C) The year date or approximate year date of registration;

(D) The complete title of the work;

(E) The author(s) including any pseudonym by which the author may be known; and

(F) The claimant(s); and

(G) If the requested copy is of an assignment, license, contract, or other recorded document, the volume and page number of the recorded document.

(iv) If the copy requested is an additional certificate of registration, include the fee. The Records Research and Certifications Section will review requests for copies of other records and quote fees for each.

(v) The telephone number and address of the requestor.

(2) Requests for certified or uncertified reproductions of the copies, phonorecords, or identifying material deposited in connection with a copyright registration of published or unpublished works in the custody of the Copyright Office will be granted only when one of the following three conditions has been met:

(i) The Copyright Office receives written authorization from the copyright claimant of record or his or her designated agent, or from the owner of any of the exclusive rights in the copyright as long as this ownership can be demonstrated by written documentation of the transfer of ownership.

(ii) The Copyright Office receives a written request from an attorney on behalf of either the plaintiff or defendant in connection with litigation, actual or prospective, involving the copyrighted work. The following information

must be included in such a request:

(A) The names of all the parties involved and the nature of the controversy;

(B) The name of the court in which the actual case is pending or, in the case of a prospective proceeding, a full statement of the facts of the controversy in which the copyrighted work is involved; and

(C) Satisfactory assurance that the requested reproduction will be used only in connection with the specified litigation.

(iii) The Copyright Office receives a court order for reproduction of the deposited copies, phonorecords, or identifying material of a registered work which is the subject of litigation. The order must be issued by a court having jurisdiction of the case in which the reproduction is to be submitted as evidence.

(3) When a request is made for a reproduction of a phonorecord, such as an audiotape or cassette, in which either a sound recording or the underlying musical, dramatic, or literary work is embodied, the Copyright Office will provide proximate reproduction. The Copyright Office reserves the right to substitute a monaural reproduction for a stereo, quadraphonic, or any other type of fixation of the work accepted for deposit.

[50 FR 30170, July 24, 1985, as amended at 51 FR 30062, Aug. 22, 1986; 62 FR 35421, July 1, 1997; 64 FR 29520, June 1, 1999; 69 FR 39332, June 30, 2004; 69 FR 70377, Dec. 6, 2004; 73 FR 37838, July 2, 2008; 78 FR 42873, July 18, 2013]

§ 201.3 Fees for registration, recordation, and related services, special services, and services performed by the Licensing Division.

(a) *General.* This section prescribes the fees for registration, recordation, and related services, special services, and services performed by the Licensing Division.

(b) *Definitions.* For purposes of this section, the following definitions apply:

(1) *Registration, recordation, and related service fee.* This is the fee for a registration or recordation service that the Office is required to perform under 17 U.S.C., or a directly related service.

§ 201.3

37 CFR Ch. II (7–1–15 Edition)

It includes those services described in section 708(a)(1)–(9) and authorized by Pub. L. 105–80.

(2) *Special service fee.* This is a fee for a special service not specified in title 17, which the Register of Copyrights may fix at any time on the basis of the cost of providing the service, as provided by 17 U.S.C. 708(a).

(3) *Licensing Division service fee.* This is a fee for a service performed by the Licensing Division.

(c) *Registration, recordation, and related service fees.* The Copyright Office has established the following fees for these services:

Registration, recordation and related services	Fees (\$)
(1) Registration of a standard claim in an original work of authorship:	
Electronic filing:	
(i) Single author, same claimant, one work, not for hire	35
(ii) All other filings	55
Paper Filing (Forms PA, SR, TX, VA, SE, SR)	85
(2) Registration of a claim in a group of contributions to periodicals (Form GR/CP) or database updates	85
(3) Registration for a group of published photographs, or an automated database that predominately consists of photographs and updates thereto:	
(i) Electronic filing	55
(ii) Paper filing	65
(4) Registration of a renewal claim (Form RE):	
(i) Claim without addendum	100
(ii) Addendum (in addition to the fee for the claim)	100
(5) Registration of a claim in a group of serials (Form SE/Group) (per issue, minimum 2 issues)	25
(6) Registration of a claim in a group of daily newspapers and qualified newsletters (Form G/DN)	80
(7) Registration of a claim in a restored copyright (Form GATT)	85
(8) Preregistration of certain unpublished works	140
(9) Registration of a correction or amplification to a claim.	
(Form CA)	\$130
(Form DC)	100
(10) Registration of a claim in a mask work (Form MW)	120
(11) Registration of a claim in a vessel hull (Form D/VH)	400
(12) Provision of an additional certificate of registration	40
(13) Certification of other Copyright Office records, including search reports (per hour)	200
(14) Search report prepared from official records other than Licensing Division records (per hour, 2 hour minimum)	200
Estimate of search fee (credited to search fee)	200
(15) Retrieval of in-process or completed Copyright Office records or other Copyright Office materials:	
(i) Retrieval of paper records (per hour, 1 hour minimum)	200
(ii) Retrieval of digital records (per hour, half hour minimum, quarter hour increments)	200
(16) Recordation of document, including a notice of intention to enforce.	
(single title)	105
Additional titles (per group of 1 to 10 titles)	35
Correction of online Public Catalog data due to erroneous electronic title submission (per title)	7
(17) Recordation of a designation of agent to receive notification of claimed infringements under § 512(c)(2)	105
Additional names (per group of 1 to 10)	35
(18) Issuance of a receipt for a § 407 deposit	30

(d) *Special Service Fees.* The Copyright Office has established the following fees for special services of the Office:

Special services	Fees (\$)
(1) Service charge for deposit account overdraft	250
(2) Service charge for dishonored deposit account replenishment check	100
(3) Service charge for an uncollectible or non-negotiable payment	30
(4) Appeals:	
(i) First appeal (per claim)	250
(ii) Second appeal (per claim)	500
(5) Secure test processing charge (per staff member per hour)	250
(6) Copying of Copyright Office records by staff:	
Photocopy (black & white, 8½ x 11) (per page, minimum: \$12)	0.50
Photocopy (black & white, 11 x 17) (per page, minimum: \$12)	1
Photocopy (color, 8½ x 11) (per page, minimum: \$12)	2
Photocopy (color, 11 x 17) (per page, minimum: \$12)	4
Audiocassette (first 30 minutes)	75

U.S. Copyright Office, Library of Congress

§ 201.3

Special services	Fees (\$)
Additional 15 minute increments	20
Videocassette (first 30 minutes)	75
Additional 15 minute increments	20
CD or DVD	30
Flash drive	30
Unsupported formats and other copying of materials by outside providers, at cost of provider	Variable.
(7) Special handling fee for a claim	800
Handling fee for each non-special handling claim using the same deposit	50
(8) Special handling fee for recordation of a document	550
(9) Handling fee for extra deposit copy for certification	50
(10) Full-term retention of a published deposit	540
(11) Special handling of search report, per hour (for up to 2 hours)	300
Additional hours of searching, per hour	500
(12) Special handling of retrieval, certification, and copying, per hour	305
(13) Notice to libraries and archives	50
Each additional title	20
(14) Service charge for Federal Express mailing	45
(15) Service charge for delivery of documents via facsimile (per page, 7 page maximum)	1

(e) *Licensing Division service fees.* The following fees for specific services of Copyright Office has established the the Licensing Division:

Licensing division services	Fees (\$)
(1) Recordation of a notice of intention to make and distribute phonorecords (17 U.S.C. 115)	75
Additional titles (per group of 1 to 10 titles) (paper filing)	20
Additional titles (per group of 1 to 100 titles) (online filing)	10
(2) Statement of account amendment (cable television systems and satellite carriers, 17 U.S.C. 111 and 119; digital audio recording devices or media, 17 U.S.C. 1003)	150
(3) Recordation of a licensing agreement for use of certain works in connection with noncommercial broadcasting (17 U.S.C. 118)	140
(4) Recordation of certain contracts by cable TV systems located outside the 48 contiguous states	50
(5) Notice of digital transmission of sound recording (17 U.S.C. 112, 114)	40
Amended notice of digital transmission of sound recording	40
(6) Processing of a statement of account based on secondary transmissions of primary transmissions pursuant to 17 U.S.C. 111:	
(i) Form SA1	15
(ii) Form SA2	20
(iii) Form SA3	725
(7) Processing of a statement of account based on secondary transmissions of primary transmissions pursuant to 17 U.S.C. 119 or 122	725
(8) Search report prepared from Licensing Division records (per hour, 1 hour minimum)	200

(f) *Fees for travel in connection with educational activities.* For travel expenses in connection with Copyright Office educational activities when participation by Copyright Office personnel has been requested by another organization or person and that organi-

zation or person has agreed to pay such expenses, collection of the fee shall be subject to, and the amount of the fee shall be no greater than, the amount authorized under the Federal Travel Regulations found in Chapters 300 through 304 of Title 41.

[64 FR 29520, June 1, 1999, as amended at 64 FR 36574, July 7, 1999; 65 FR 39819, June 28, 2000; 67 FR 38005, May 31, 2002; 71 FR 31090, June 1, 2006; 71 FR 46402, Aug. 14, 2006; 72 FR 33691, June 19, 2007; 74 FR 12556, Mar. 25, 2009, 74 FR 32807, July 9, 2009; 77 FR 18705, Mar. 28, 2012; 77 FR 18707, Mar. 28, 2012; 78 FR 71501, Nov. 29, 2013; 79 FR 15918, Mar. 24, 2014; 79 FR 24334, Apr. 30, 2014; 79 FR 68623, Nov. 18, 2014]